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ABSTRACT

An analysis of survey responses from a sample of registered nurses on competency characteristics for their occupation is presented in this document. (Registered nurse is one of seventeen occupation groups included in this research.) The competencies are reported in five categories: (1) those competencies selected by the respondents from a list of 720 health occupations competencies; (2) the percentage rate which respondents reported practicing the competency item; (3) type of competency (indicated as the performance of a physical skill or action, or an understanding or mental comprehension); (4) use frequency (daily, weekly, monthly); and (5) training needed to achieve proficiency in that competency (formal instruction, demonstration, on-the-job). (The final report of the survey is available as CE 018 899. Survey results for the other occupational groups are also available--CE 018 900-916.) (JH)

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Common Intra-Cluster Competencies Needed in Selected Occupational Clusters

Supplemental Volume XVI: Registered Nurse

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Forward

This volume contains detailed competency characteristics collected in the vocational education research project entitled "Common Intracluster Competencies Needed in Selected Occupational Clusters - Health Occupations".

The information herein summarizes the responses of one of the seventeen occupational groups included in the research. The study included 720 individual competency items, both skills and understandings, which were presented to a sample of health occupation employees in Iowa and/or the central states area.

The data included in this volume summarizes the responses by those surveyed in the occupation listed on the cover.

Description of the Data

Essentially five competency characteristics are presented on the pages that follow. The total number of respondents to the survey is indicated following the table heading in the format N=__. Those characteristics include:

1. Competencies reported by respondents -

   The first column is a list of the competencies reported by respondents. Each competency carries the item number from the comprehensive listing utilized in the research process and as presented in the main report. Competencies not reported by respondents were not included to preserve space.

2. Practice rate -

The second column presents the percentage rate which respondents reported practicing the competency item. Practice rates of fifteen percent or less are indicated by an asterisk (*) and lack additional characteristic percentage computations because of their small cell size.

The remaining three competency characteristics represent responses of those who indicated that they practiced the competency.

3. Type of competency -

Columns three and four indicate the percentage of the type of competency which respondents indicated characterized the nature of their activity. An "S" indicates the performance of a physical skill or physical action, while a "U" reflects that an understanding or mental comprehension only was needed for the competency. (See the Glossary in the main report for working definitions of skill and understanding).

4. Use frequency -

Distribution of the percentage of frequency which competencies were practiced, for those who reported possession of them, is presented in columns five, six, and seven. "D" in column five represents a competency exercised daily, "W" in column six represents a weekly frequency, while "M" in column seven reflects monthly or less frequent practice.

5. Training needed -

The final three columns summarize the percentage distribution of the nature of training which respondents felt was necessary to achieve proficiency in the competency. The "I" in column eight represents formal instruction, such as would be presented in an academic setting. A "D" (column nine) indicates that a demonstration of how to perform the competency is all that is needed to achieve proficiency, while "E" in column ten indicates that on-the-job exposure is adequate for developing the competency.

Rounded, whole-number percent figures were used in the preparation of this report, since the findings were considered to represent trends more than finite characteristics. Multiple column computations were forced to total 100 percent by the rounding process except for those items where equal numbers in each of three columns were reported. In those cases the total of 99 percent reflects all responses reported.

Using the Data

Possible uses and applications of the data are presented in the main body of the research report. The material presented in this supplementary volume will be of most value to those concerned solely with the occupational field which is treated herein.

Competency Characteristics Reported by REGISTERED NURSE (by percent) N=48

Competency	Practice Rate	Type		Use Frequency			Training Needed		
		S	U	D	W	M	I	D	E
1. Seek guidance to improve performance in patient care.	86	33	67	63	8	29	58	17	25
2. Participate in/conduct demonstrations of procedures and equipment (in-service).	100	78	22	6	12	82	50	25	25
3. Orient new personnel to unit facilities, routines and other personnel.	82	78	22	23	23	54	13	30	57
4. Advise health professionals on the technicalities and procedures involved in operating special equipment.	69	55	45	18	9	73	55	27	18
5. Practice established routines and policies of the health care facility.	79	50	50	91	0	9	32	9	59
6. Supervise subordinates within the health care facility.	88	71	29	79	7	14	46	31	23
7. Give "on the job" instruction.	79	91	9	62	0	38	19	14	67
8. Advise staff concerning medical jurisprudence.	63	0	100	27	18	55	73	18	9
9. Develop criteria for the selection of records for review and retention.	32	11	89	20	20	60	67	0	33
10. Establish work priorities and schedule work assignments.	88	71	29	79	0	21	38	15	47

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
11.	Identify operational deficiencies and recommend corrections.	64	17	83	25	5	70	28	11	61
12.	Evaluate subordinate employee performance.	88	50	50	21	0	79	50	25	25
13.	Develop job description.	43	17	83	25	0	75	45	10	45
14.	Consult with health professionals on purchasing/ constructing/using special appliances.	75	50	50	0	17	83	33	42	25
15.	Interview/evaluate/hire prospective personnel.									
16.	Maintain standards of employees' personal hygiene as related to job performance.	63	50	50	67	0	33	33	45	22
17.	Insure that all subordinates are on duty.	46	46	54	42	16	42	0	17	83
18.	Attend and participate in staff meetings.	100	69	31	0	31	69	38	24	38
19.	Develop policies and establish departmental procedures.	36	20	80	10	10	80	60	10	30
20.	Inform personnel of new or changed policies and procedures.	69	45	55	18	45	37	33	11	56
21.	Provide liaison between doctor and other professional associates.	57	19	81	81	0	19	56	6	38
22.	Review and approve employee's payroll time and salary.	25	25	75	25	50	25	25	50	25

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
23.	Coordinate work schedules with other departments.	32	44	56	78	0	22	13	12	75
24.	Teach special procedures to department members/ students/health care professionals.	88	79	21	7	21	72	46	38	16
25.	Teach safety techniques as needed.	64	61	39	61	0	39	42	29	29
26.	Develop hospital disaster plan.	56	33	67	0	0	100	37	13	50
27.	Inform personnel of potential hazards in their working areas.	61	29	71	41	0	59	19	19	62
28.	Demonstrate tact in giving and withholding information concerning patient/care/operations of the health care facility.	100	38	62	69	0	31	53	13	34
29.	Represent the department and facility at community meetings.	25	43	57	14	0	86	33	17	50
30.	Attend meetings and participate in community activities related to doctor's practice.	25	50	50	25	0	75	50	0	50
31.	Arrange meetings, conferences/travel accommodations.	*								
32.	Assist in the orientation of volunteers, students, and new staff.	88	43	57	31	8	61	35	31	34

Competency	Practice Rate	Type		Use Frequency			Training Needed		
		S	U	D	W	M	I	D	E
33. Recommend materials to be used in training volunteers.	32	33	67	11	0	89	25	25	50
34. Train volunteers in specific techniques.	31	80	20	0	0	100	40	20	40
35. Participate in public relation activities as directed.	*								
36. Conduct tours of facilities.	38	50	50	0	0	100	17	17	66
37. Obtain and deliver supplies for patient's entertainment or recreation.	25	86	14	43	0	57	0	33	67
38. Inventory, sign for, and place patient's personal possessions in safe place.	56	78	22	50	0	50	11	22	67
39. Assist patient with personal hygiene and grooming.	61	94	6	89	6	5	18	35	47
40. Assist patient in and out of bed.	81	92	8	85	0	15	8	46	46
41. Assist patient in walking.	68	95	5	79	5	16	17	33	50
42. Transport patient on stretcher/wheelchair.	81	92	8	69	15	16	8	46	46
43. Prepare food so patient may feed self or feed the patient.	54	93	7	73	7	20	7	36	57
44. Assist patient in use of commode, urinal, or bedpan.	88	93	7	79	7	14	8	38	54

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
45.	Explain discharge diet instructions to patients on order from physician.	43	33	67	27	27	46	64	27	9
46.	Assist in resolving patient complaints.	75	67	33	75	0	25	36	18	46
47.	Obtain signature on various patient/family consent forms.	75	52	48	43	29	28	5	30	65
48.	Teach patient/family, preventative general health care.	63	80	20	70	0	30	40	30	30
49.	Prepare patient to see clergy/receive sacraments.	46	46	54	14	21	65	8	31	61
50.	Assist patient in active/passive exercise.	63	90	10	50	20	30	20	60	20
51.	Obtain information from patient/family.	79	50	50	87	9	4	29	29	42
52.	Orient patient/family to health care facility.	63	70	30	60	20	20	10	40	50
53.	Receive patient, explain tests and procedures to them and ally their fears.	75	43	57	82	18	0	48	14	38
54.	Attend to patient's comfort before, during, and after examination/tests/treatment.	75	92	8	58	25	17	33	25	42
55.	Aid patient in completing insurance forms.	21	50	50	33	17	50	0	40	60

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
56.	Explain post-operative instructions to patient.	75	58	42	50	0	50	36	28	36
57.	Explain fees to patient.	*								
58.	Assist patient in planning for health care facility.	44	71	29	14	0	86	14	57	29
59.	Administer manual massage.	25	100	0	57	0	43	17	50	33
60.	Explain therapy procedures in lay terms.	69	82	18	73	9	18	18	36	46
61.	Explain follow-up services to patient.	43	33	67	46	38	16	45	0	55
62.	Help patient develop positive attitudes toward their illness/confinement.	81	54	46	69	0	31	46	15	39
63.	Assist in establishing a comfortable relationship between the patient and the health care professional.	68	26	74	89	0	11	37	16	47
64.	Observe negative/positive physical and emotional responses to treatments, medications, nursing care, etc.	81	62	38	85	8	7	38	24	38
65.	Interpret patient's signs, symptoms, behavior, etc.	75	33	67	100	0	0	80	10	10
66.	Identify strengths/weakness of care plan.	69	55	45	64	0	36	50	10	40

Competency	Practice Rate	Type		Use Frequency			Training Needed		
		S	U	D	W	M	I	D	E
67. Observe patient's general physical condition, appearance, and behavior.	86	29	71	100	0	0	76	0	24
68. Observe, measure, and record patient fluid intake/output.	75	92	8	75	17	8	27	27	46
69. Record and chart vital signs, height, weight, and/or other conditions as directed by health care professional.	82	61	39	100	0	0	50	23	27
71. Follow established admitting procedures.	64	67	33	83	11	6	18	41	41
72. Maintain a use record on special equipment.	38	83	17	33	17	50	0	50	50
74. Maintain appointment control.	*								
75. Complete insurance forms.	*								
76. Maintain state and federal tax information and prepare tax forms.	*								
77. Schedule patient treatment sessions.	50	50	50	29	29	42	14	43	43
78. Maintain record of all requests for patient information.	*								
79. Obtain charts of patients for whom information is requested.	57	63	37	29	36	35	6	38	56

Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
80. Prepare patient record folder (chart).	63	80	20	70	20	10	11	56	33
81. Transfer patient food order to patient records.	54	53	47	60	13	27	7	43	50
82. Sort/file/organize documents, certificates, patient records, etc.	56	78	22	63	12	25	12	38	50
84. Coordinate medical library function.	*								
86. Maintain surgeons'/physicians'/disease and operation indexes.	*								
87. Prepare daily census.	25	57	43	86	0	14	0	50	50
88. Obtain physician's record of medical information and signature on certificate.	*								
90. Process payroll time cards.	*								
91. Prepare requests for vacation/sick leave.	*								
92. Prepare requisitions.	56	78	22	75	13	12	0	62	38
93. Handle telephone calls.	86	63	37	88	0	12	17	8	75
94. Disseminate insurance information requests to other departments for completion.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
95.	Prepare correspondence/report/summary (not forms).	25	29	71	29	29	42	43	14	43
96.	Direct storage/issue/safeguarding of security items.	*								
98.	Maintain a patient recall system.	*								
99.	Record patient's medical/dental history.	57	38	62	62	19	19	25	25	50
100.	Communicate menu changes.	56	67	33	56	33	11	12	38	50
101.	Record nursing care.	82	48	52	100	0	0	67	10	23
102.	Check/maintain charting of treatments and medications, procedures, orders, observations.	75	67	33	91	0	9	20	40	40
103.	Maintain personal information card index on each patient.	54	20	80	100	0	0	60	27	13
104.	Gather data to complete reports for government agencies.	*								
105.	Receive and organize handling of medication samples.	*								
106.	Prepare and replenish supplies in physician's kit.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency N	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
107.	Operate office business machines.	*								
108.	Initiate and maintain a medical record file for patients.	*								
110.	Establish and maintain a control system for location of medical record folders.	*								
111.	Maintain catalogs of supplies and equipment.	25	43	57	43	29	28	0	33	67
112.	Prepare statistical reports in regard to patient visits and procedures.	*								
114.	Record information on blood record card.	*								
115.	Follow established procedure in filing incident reports.	79	36	64	27	9	64	10	33	57
116.	Process loans of X-ray films.	*								
118.	Receive and record physician's verbal orders.	81	85	15	69	15	16	42	25	33
119.	Transcribe physician's orders.	68	63	37	90	0	10	58	37	5
120.	Follow established procedures for processing authorization/accident report forms (autopsy, surgery, diagnostic tests, discharge forms).	75	75	25	75	8	17	9	55	36
121.	Apply restraints.	68	84	16	34	22	44	16	42	42

Competency	Practice Rate	Type		Use Frequency			Training Needed		
		S	U	D	W	M	I	D	E
122. Adjust side rails and height of bed.	81	92	8	77	0	23	17	42	41
123. Open sterile packages and packs.	79	86	14	74	9	17	35	43	22
124. Make patient's bed occupied/unoccupied.	88	93	7	79	0	21	8	46	46
125. Use overbed cradles.	46	92	8	8	0	92	9	58	33
126. Give general skin care to patients.	81	92	8	83	8	9	8	75	17
127. Use footboards.	50	86	14	36	0	64	14	43	43
128. Turn and place patient in correct body alignment.	81	92	8	77	0	23	7	71	22
129. Use sheepskins, lambswool pads.	61	88	12	35	18	47	6	31	63
130. Receive patient census and menu tally and prepare diet orders.	25	0	100	33	0	67	0	33	67
132. Teach patient, family, staff the relation of rehabilitation activities to daily living.	63	50	50	22	22	56	33	45	22
133. Use air rings, doughnuts.	50	86	14	29	0	71	15	38	47
134. Alternate pressure mattresses.	50	75	25	25	12	63	25	62	13
135. Prepare and give between-meal nourishment of liquids.	46	85	15	69	0	31	15	15	70

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
136.	Prepare and give solid foods.	38	67	33	33	17	50	33	33	33
137.	Irrigate rectum (enema).	75	90	10	19	19	62	38	43	19
138.	Empty drainage bottles and bags.	63	80	20	50	10	40	10	50	40
139.	Assist with/apply T, straight, scultetus breast, and triangular (sling) binders.	50	93	7	14	7	79	50	43	7
140.	Assist with/apply ace bandages and elastic stockings.	75	83	17	50	17	33	0	67	33
141.	Test urine for sugar and acetone.	82	91	9	32	32	36	50	32	18
144.	Prepare oral dose using measure for manufacturers bottle by mixing and diluting.	38	100	0	50	0	50	50	50	0
145.	Prepare injections using measured/sterilized dose.	89	84	16	88	12	0	67	25	8
146.	Set up instruments for operation in vitro/vivo studies.	*								
147.	Make simple dose calculations for in vitro/vivo examinations.	*								
148.	Accumulate and process data for doctor's interpretation.	25	75	25	50	0	50	0	50	50
151.	Evaluate adequacy of work space.	32	45	55	45	0	55	13	0	87

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
153.	Receive specimen from patient, record pertinent data on container, and place in proper storage.	71	85	15	70	20	10	35	25	40
155.	Improvise or modify equipment for special requirements.	39	82	18	45	27	28	18	18	64
156.	Assemble late or hold food trays.	31	80	20	20	20	60	20	60	20
158.	Organize and store blood.	*								
160.	Perform preliminary interpretations of observations for doctor.	31	60	40	100	0	0	20	20	60
163.	Know and apply basic first aid techniques including artificial respiration and cardiac resuscitation.	79	68	32	27	5	68	68	23	9
164.	Monitor radiation levels in compliance with hospital regulations.	*								
165.	Know the function of and be able to apply this knowledge to the use of special beds and frames.	50	57	43	0	21	79	50	36	14
166.	Set up/assist with surgical procedures.	38	100	0	50	17	33	17	50	33
167.	Recognize the need to redo a cast.	46	38	62	7	7	86	64	0	36
168.	Set up and adjust traction equipment for use by patient.	56	100	0	11	0	89	22	67	11

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
169.	Check limb braces for function, comfort and fit. Adjust them as necessary.	25	57	43	29	0	71	57	14	29
170.	Recognize the need for adjustment in traction devices.	56	33	67	0	0	100	45	22	33
171.	Set up and assist with the use of various fracture tables.	18	60	40	0	20	80	60	0	40
172.	Be knowledgeable of limb braces and be able to apply them.	44	71	29	14	0	86	29	57	14
173.	Apply simple casts and splints.	29	75	25	0	12	88	56	22	22
174.	Recognize signs of "plaster breakdown" in casts, and repair same.	38	67	33	17	17	66	0	50	50
175.	Be familiar with various orthopaedic operative procedures and the equipment these procedures require.	21	33	67	0	33	67	66	17	17
176.	Use a cast cutter and other related tools.	31	80	20	20	20	60	0	80	20
177.	Serve as a surgical technician for general surgical/orthopaedic cases.	18	60	40	0	40	60	80	0	20
178.	Set up the complete surgical "back table" and "Mayo stand."	25	100	0	25	50	25	50	25	25

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
179.	Perform routine measurement of range of motion and muscle testing.	29	75	25	37	0	63	62	25	13
182.	Administer intravenous fluids, blood, etc.	44	86	14	62	13	25	62	13	25
200.	Prepare non-carpule hypodermic syringe for injection of medications.	*								
204.	Receive and preserve biopsy specimens.	*								
219.	Establish and maintain current estimated length-of-day data for use by Bed Utilization Committee and Bed Expediter.	14	50	50	25	25	50	0	50	50
221.	Prepare statistical reports.	21	50	50	0	14	86	29	14	57
222.	Take/transcribe minutes of meetings.	*								
223.	Inform and advise administration as to trends and significant data.	18	20	80	20	20	60	40	0	60
225.	Check records (charts) for deficiencies.	46	46	54	31	23	46	15	38	47
229.	Code diseases and operations using prescribed classification system.	*								
230.	Abstract information from record (including medical audit).	31	40	60	0	0	100	40	40	20
232.	Notify physicians concerning incomplete records.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
234.	Type information onto various forms.	*								
235.	Change discs, belts, or tapes on recording equipment.	*								
237.	Recommend policies for departmental functions.	21	17	83	0	17	83	33	17	50
279.	Operate audiovisual equipment, e.g., projector, recorder, etc.	*								
366.	Apply topical medications.	*								
380.	Make/approve menu changes.	*								
382.	Weigh and measure where indicated to meet dietetic requirements.	25	25	75	50	0	50	33	0	67
384.	Prepare menu slips and tray cards.	25	25	75	50	0	50	0	0	100
385.	Check menu with tray contents and correct where needed.	18	40	60	60	0	40	0	60	40
386.	Check meals for quality food service.	*								
387.	Provide menu substitutions, second portions or special items for patient needs.	*								
390.	Calculate diets when necessary.	*								
404.	Exercise precautions in administering and handling potentially dangerous agents.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
405.	Make recovery anesthetic bed.	32	100	0	44	0	56	0	56	44
406.	Apply and remove braces.	25	100	0	0	0	100	0	100	0
407.	Administer nasogastric.	54	93	7	13	27	60	64	21	15
408.	Regulate intravenous fluids.	69	91	9	64	9	27	45	27	28
409.	Irrigate bladder/colostomy/wound.	61	94	6	19	25	56	59	41	0
410.	Instill solutions into bladder/wound.	56	89	11	33	22	45	44	33	23
411.	Connect catheters and tubing to drainage.	75	95	5	38	48	14	29	38	33
412.	Check and maintain drainage tubing with/without suction.	56	89	11	56	11	33	44	22	34
413.	Insert urinary catheters.	75	86	14	14	55	31	68	27	5
414.	Assist with/apply rib belts.	44	100	0	14	0	86	14	57	29
415.	Apply hot water bottle, hot and cold packs, hot and cold soaks, hot and cold compresses, cold ice bag.	82	87	13	34	48	18	30	40	30
416.	Administer sitz, tepid, and alcohol baths.	69	100	0	45	18	37	27	46	27
417.	Apply thermal blanket.	39	82	18	36	18	46	30	40	30

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
418.	Give oral medications.	81	85	15	77	8	15	77	8	15
419.	Do cultures (nose, throat, wound).	64	83	17	17	33	50	29	47	24
420.	Assist personnel in giving nursing care.	69	82	18	73	18	9	36	38	36
421.	Review scheduled appointments with doctor.	21	50	50	50	0	50	0	0	100
424.	Centrifuge sample of the urine specimen.	*								
425.	Perform bio-chemical tests (e.g., glucose, protein, etc.) using paper strips or tablet.	54	80	20	27	33	40	20	53	27
426.	Perform bile tests (simple tablet method).	*								
427.	Examine urine specimens microscopically.	21	67	33	17	33	50	66	17	17
428.	Obtain blood specimen from capillary.	*								
429.	Obtain blood specimen from vein.	29	50	50	37	25	38	63	25	12
430.	Prepare and stain blood smears.	*								
432.	Perform red blood cell count (RBC).	*								
434.	Perform white blood cell count (WBC).	*								
436.	Operate manual/automatic cell counting equipment.	*								
441.	Assist in obtaining smears.	25	71	29	29	14	57	42	29	29

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
442.	Assist in obtaining tissue specimens.	*								
444.	Handle and store sterilized material to prevent contamination.	25	50	50	50	0	50	0	50	50
445.	Assist physician during EKG test.	25	86	14	43	14	43	14	43	43
446.	Monitor EKG graph for abnormal or erratic tracings.	50	63	37	43	0	57	86	0	14
447.	Mount EKG graph on card.	*								
448.	Operate EKG machine.	25	75	25	67	0	33	33	33	33
449.	Prepare a tray for routine/special procedures.	29	75	25	37	25	38	13	50	37
450.	Review and confirm doctor's orders to administer an injection.	69	55	45	70	20	10	64	9	27
451.	Administer heat, electrotherapy, light and ultrasonic treatment.	*								
452.	Describe the nature of patient's illness or injury.	69	55	45	90	10	0	55	9	36
453.	Assist physician in performing visual/hearing acuity, tests.	*								
454.	Give tests for color blindness.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
455.	Assist physician in performing scratch/patch test.	*								
456.	Assist physician in performing a cervical cauterization.	*								
457.	Assist physician in application of cast.	32	89	11	0	37	63	12	50	38
508.	Perform ph tests.	25	50	50	0	33	67	25	25	50
510.	Perform pregnancy tests.	*								
512.	Perform specific gravity tests.	31	80	20	25	0	75	20	40	40
571.	Use client behavioral modification techniques to achieve desired behaviors.	21	33	67	33	33	33	83	0	17
573.	Plan activities typical of normal neuro-muscular development within bounds of client's capabilities.	21	50	50	33	0	67	66	17	17
575.	Provide activity which develop postural reactions.	21	50	50	17	17	66	66	17	17
577.	Provide activity which call for one to several mental steps.	25	43	57	14	29	57	71	15	14
579.	Provide activities which develop self-expression/ interpersonal relationships.	29	25	75	25	25	50	87	0	13

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
582.	Check for proper fit on splints, body supports, and controls by observing white/ red pressure spots.	31	40	60	25	0	75	80	0	20
586.	Review patient's clinical history.	50	50	50	57	29	14	88	0	12
604.	Operate treatment (IPPB) respirators.	31	60	40	0	25	75	40	40	20
605.	Operate assister/controller respirators.	18	80	20	40	20	40	40	20	40
606.	Operate aerosol generators (steam vaporizer type, bubble type, jet type).	25	75	25	0	67	33	25	50	25
607.	Operate humidifiers (vebulizer, centrifuge, ultrasonic).	25	71	29	38	25	37	50	33	17
608.	Administer oxygen by mask, tent, nasal devices, incubator.	56	78	22	38	25	37	44	56	0
609.	Operate CO_2 rebreathers.	21	83	17	17	0	83	50	50	0
610.	Perform artificial respiration.	69	91	9	0	10	90	55	36	9
611.	Give tracheotomy care.	50	71	29	7	0	93	57	43	0
614.	Use bronchodilators as directed.	44	71	29	0	0	100	43	43	14
616.	Use mucolytics as directed.	25	50	50	0	0	100	75	25	0

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
619.	Use hypothermic techniques.	25	83	17	33	0	67	17	66	17
620.	Alter respirator settings on basis of observations.	*								
621.	Mix and measure drug doses.	71	50	50	65	15	20	84	11	5
622.	Recognize expected reactions to treatment.	50	50	50	38	12	50	67	11	22
623.	Recognize complications of adverse reactions to treatments.	89	24	76	64	8	28	88	4	8
624.	Minimize hazards throughout the health care facility.	63	60	40	100	0	0	45	22	33
625.	Arrange equipment for convenient and safe use.	82	74	26	68	9	23	45	14	41
626.	Utilize procedures to prevent dissemination of bacteria when making beds.	50	63	37	100	0	0	63	25	12
627.	Accurately measure body temperature and read clinnical thermometer for oral, rectal and axillary temperature.	89	84	16	78	13	9	33	38	29
628.	Operate and adjust examining tables.	25	75	25	100	0	0	25	50	25
629.	Instill solutions into eye, ear, nose.	71	80	20	29	38	33	76	24	0

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
630.	Prepare medications.	56	67	33	100	0	0	67	33	0
631.	Read cardiac monitors.	46	38	62	62	23	15	100	0	0
632.	Read fetal monitors.	*								
633.	Understands cause and prevention of decubitt.	89	48	52	58	4	38	68	8	24
634.	Knows routine for fire in patient area and demonstrates knowledge of procedures for securing the building and reassuring and aiding patients.	75	33	67	30	10	60	25	50	25
635.	Has an understanding of fire prevention and control.	71	15	85	64	14	22	52	29	19
636.	Implement home treatment plan by visiting patient at home.	31	60	40	0	0	100	40	20	40
637.	Introduce patient to activities appropriate to his capabilities.	46	38	62	77	15	8	62	23	15
638.	Help patient make contacts with various agencies within the community.	38	67	33	0	0	100	33	33	33
639.	Guide patient in use of prosthetic devices.	21	67	33	33	50	17	50	20	20
640.	Help patient develop written and oral communication skills.	25	50	50	50	0	50	67	0	33

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
641.	Instruct patient about available self-help devices.	21	83	17	66	17	17	20	40	40
643.	Teach inhalation therapy procedures to patients.	25	43	57	29	14	57	42	29	29
644.	Check patients with respiratory problems for open airways.	56	67	33	0	13	87	78	11	11
645.	Immediately report deviations of patient's vital signs from the normal.	86	63	37	74	9	17	90	0	10
646.	Follow procedures in care of isolated patients.	63	70	30	33	0	67	70	10	20
647.	Instruct patient with regard to collection of specimen (fecal, urine, eye, nose, throat).	71	70	30	45	35	20	47	21	32
648.	Prepare, instruct and assist patient during EKG test.	50	75	25	0	43	57	38	50	12
649.	Give instructions to patient regarding medication.	75	43	57	86	4	10	80	0	20
650.	Persuade and motivate patients to participate in therapy sessions.	31	60	40	50	0	50	60	20	20
651.	Direct patient to project completion by praise and encouragement.	50	57	43	93	0	7	46	8	46

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
652.	Teach patient to perform activity by instructing and demonstrating.	50	50	50	29	29	42	63	25	12
653.	Adapt teaching techniques to capabilities of patient.	50	36	64	72	14	14	57	7	36
656.	Cut and remove sutures postoperatively.	50	63	37	29	0	71	24	38	38
657.	Apply coagulants or administer hemo-statics.	21	83	17	50	0	50	100	0	0
663.	Select appropriate home care technique for each patient.	*								
664.	Evaluate dietary habits and instruct patient on proper nutrition.	31	40	60	25	0	75	60	20	20
665.	Remove fecal impactions.	61	82	18	6	12	82	19	62	19
667.	Suction patient's nose/throat passage.	57	94	6	13	31	56	53	40	7
668.	Administer medications/isotopes to patients by injection/orally.	*								
669.	Perform superficial/specialized examination of patients.	50	71	29	64	14	22	69	8	23
670.	Abstract simple data from patient's chart.	44	29	71	33	33	33	61	10	29

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
671.	Position, gown/drape patient.	75	90	10	60	15	25	15	45	40
672.	Prep patient using correct procedures and solutions.	44	71	29	50	33	17	14	43	43
673.	Prepare patient for skeletal traction.	21	67	33	17	0	83	66	17	17
674.	Teach patients how to use crutches, walkers, etc.	56	67	33	0	25	75	33	44	23
675.	Teach patients exercise programs.	21	83	17	67	0	33	40	40	20
676.	Assist patients with vocational/family counseling.	*								
679.	Assist with the administration of local anesthetics.	54	80	20	46	27	27	29	29	42
685.	Dispense medications when ordered by health professional.	64	72	28	94	6	0	83	11	6
688.	Deliver/remove equipment/supplies from contaminated room.	44	71	29	0	0	100	29	71	0
689.	Dispose of contaminated materials and equipment.	54	67	33	67	27	6	20	33	47
690.	Change soiled linen and clothes.	63	80	20	89	0	21	20	70	10

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
691.	Clean patient unit furniture.	46	92	8	38	15	47	8	54	38
692.	Clean and maintain service area and equipment, within area of responsibility.	63	80	20	67	11	22	20	30	50
693.	Order/inventory and store equipment and supplies.	50	79	21	24	38	38	0	31	69
695.	Verify performance of instruments/devices against manufacturer's specifications.	*								
696.	Determine if equipment needs repair.	44	57	43	50	0	50	29	29	42
697.	Schedule/perform maintenance on equipment.	*								
701.	Properly store traction equipment.	*								
702.	Clean, sharpen and maintain instruments/ equipment as required.	31	60	40	67	0	33	25	25	50
705.	Establish and maintain chain of antisepsis.	32	67	33	100	0	0	67	0	33
706.	Prepare instruments for sterilization (chemical, autoclaving, dry heat).	25	50	50	100	0	0	33	0	67
707.	Sterilize instruments (chemical, autoclaving, dry heat).	25	57	43	29	29	42	14	29	57

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
708.	Inspect all areas and rooms for proper housekeeping, temperature, and adequate supplies.	38	67	33	66	17	17	17	33	50
713.	Check invoices against purchase orders.	*								
714.	Organize storage areas for equipment, supplies, drugs.	31	40	60	60	20	20	0	20	80
718.	Evaluate and select odor controlling aerosols.	*								
719.	Follow procedures for control and security of medical supplies, drugs, equipment.	54	67	33	93	0	7	36	36	28